

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

USAFACFS Regulation  
No. 350-3

26 August 2002

Training

**BASIC NONCOMMISSIONED OFFICER COURSE (BNCOC)/  
ADVANCED NONCOMMISSIONED OFFICER COURSE (ANCOC) CLASSES**

**1. PURPOSE.** To provide guidance on notification of BNCOC/ANCOC classes. This policy will ensure soldiers selected for BNCOC/ANCOC are notified quickly and will assist Fort Sill and Major Army Commands (MACOMs) in the reduction of no-shows from Fort Sill. It also provides information on the types of notifications and actions taken by the chain of command and the Directorate of Plans, Training, and Mobilization (DPTM). This will ensure soldiers are notified of selection to attend, their reservation are confirmed or deferred, or reservations are canceled as necessary.

**2. SCOPE.** Applicable to all Fort Sill and subordinate tenant elements serviced by Training Branch O&T Division, DPTM, United States Army Field Artillery Center and Fort Sill.

**3. DESCRIPTION.**

a. Basic Noncommissioned Officer Automated Reservation System (BARS) is the quarterly report created to schedule a soldier's BNCOC class. The report consists of--

(1) Part I (Reservation). Soldiers nominated and tentatively scheduled to attend BNCOC.

(2) Part II (Candidates). Soldiers who are eligible to attend, but not considered best qualified to fill the limited available training seats.

(3) Part III (Exclusion). Soldiers who are ineligible for one reason or another, such as already selected for, failure of, no-show to, or otherwise not qualified for a BNCOC class. The soldier must correct any errors on this list through the Customer Service Section, Adjutant General (AG) Division.

b. Army Training Requirements and Resources System (ATRRS) messages. To fill and/or substitute students in some classes, the BNCOC Course Managers will generate messages through electronic mail. Soldiers selected to attend BNCOC through these messages are selected from the candidates or exclusion list of the BARS report.

\*This regulation supersedes USAFACFS Regulation 350-3, 18 July 1997.

#### **4. RESPONSIBILITIES.**

a. Directorate of Plans, Training, and Mobilization, Installation Schools Noncommissioned Officer (NCO) will--

- (1) Receive BARS report 90 days prior to the next quarter's school month.
- (2) Send BARS report to MACOMs within 72 hours of receipt of the report.
- (3) Cancel all soldiers not found on Fort Sill and send these names to the BNCOC/ANCOC Course Managers after MACOMs have purged the list.
- (4) Send memorandums for class attendance within 60 days of school month. Units will have at least 4 weeks to reply to this memorandum.
- (5) Cancel all soldiers who are not qualified to attend BNCOC because of temporary profiles, overweight/over body fat (in accordance with (IAW) AR 600-9), pregnant, have not met the Primary Leadership Development Course (PLDC) requirements, and/or do not meet the minimum time in service requirement.
- (6) Confirm attendance/nonattendance to BNCOC Course Managers after receipt of completed school packets. Packets are considered complete when all necessary documentation is present (i.e., DA Form 5500-R (Body Fat Content Worksheet), DA Form 3349 (Physical Profile), DA Form 4991-R (Declination of Continued Service Statement), or DA Form 4126-R (Bar to Reenlistment)).
- (7) Forward confirmation messages to MACOMs.
- (8) Initiate DD Form 1610 (Request and Authorization for TDY Travel) within 30 days of school month. Send DA Form 31 (Request for Leave) to DPTM, Training Branch, when completed school packets are returned to DPTM. Submit leave forms to arrive at DPTM not later than (NLT) 15 days prior to proposed pick-up date. This action must happen to ensure the budget offices have ample time to prepare the travel orders prior to the soldier going on leave. Soldiers will not pick up travel orders without a request for orders form, sent as part of every school packet.
- (9) Send out ATRRS message memorandums to MACOMS within suspense time. Some memorandums will meet the 4-week suspense; others may be short notice.
- (10) Cancel from ATRRS all soldiers not found on Fort Sill or who are not qualified to attend BNCOC/ANCOC. Send nonattendance confirmation messages to MACOMs.
- (11) Confirm attendance to BNCOC/ANCOC Course Managers after receipt of the completed school packets. Forward confirmation messages to MACOMs.
- (12) Initiate travel orders as stated in paragraph 5a(8).

(13) Notify Unit G-3 Sergeant Major when unit fails to meet suspense.

b. Commanders (i.e., III Corps Artillery, Training Command) will--

(1) Purge BARS within 30 days of receipt from DPTM. Notify DPTM, Training Branch, in writing (electronic mail or memorandum) with the names of all soldiers who are not in their commands (expiration term of service, permanent change of station, or moved to another unit on post).

(2) Send memorandums to subordinate commands within their suspense time.

(3) Within 10 days from date of memorandum, request extension to suspense date if required. Reasons can be field training exercises, deployments, etc.

(4) Return completed school packet to DPTM, Training Branch, NLT the suspense date.

c. Subordinate Commands Commanders (brigade/battalion) will--

(1) Send memorandums to their subordinate units within their suspense time.

(2) Request extension to suspense date, within a reasonable time.

(3) Send completed school packet to MACOMs NLT their suspense dates.

d. Subordinate units (battery/company/detachment) commanders, first sergeants, and supervisors will--

(1) Purge memorandums immediately and return the names of those soldiers not assigned or not qualified to attend BNCOC/ANCOC through channels to DPTM.

(2) Ensure soldiers meet minimum course prerequisites listed below.

(a) Minimum time in service requirement. Soldiers must have 6 months remaining after BNCOC/ANCOC graduation date.

(b) Minimum consecutive NCO Educational System (NCOES) course requirement. Soldiers may not attend BNCOC within 6 months of PLDC graduation date.

(c) No temporary profiles, to include pregnancies. Soldiers with permanent profiles must include DA Form 3349 (Physical Profile) showing alternate events, if applicable, with the school packet.

(d) NCOA will immediately cancel soldiers not meeting standards for overweight/body fat content for class attendance. Soldiers who meet the tape, IAW AR

600-9, will need a copy of the DA Form 5500-R included in their school packets. Units **will not** hold school packets past their suspense date because of a marginal soldier.

(3) Commanders (Lieutenant Colonel or higher) may command defer a soldier only once from BNCOC, with substantiated reasons. Units will submit a memorandum through channels when requesting a deferment. Units will state a projected availability date for enrollment in the next available class. Any level of the chain of command may disapprove requests for deferments.

(4) Initiate cancellation of BNCOC/ANCOC immediately following determination of soldier's ineligibility for class attendance and NLT 20 days prior to class start date. Cancellation requests must contain the proper paperwork (i.e., bars to Reenlistment, flagging actions, DA Form 4991-R (Declination of Continued Service Statement), etc.) and units must submit through chain of command to DPTM. DPTM will cancel the soldier's reservation with the BNCOC/ANCOC Branch Manager.

(5) Ensure selected soldiers attend BNCOC/ANCOC as scheduled.

(6) Ensure copy of DA Form 1059 (Academic Evaluation Report) is provided to the Personnel Support Company for update of soldier's record upon completion of training.

## 6. CONCLUSION.

a. Commanders, first sergeants, and supervisors must be selective and send only those NCOs who are highly motivated and thoroughly briefed on the course content, objectives, and its importance for professional development and career progression. Class dates change from time to time, so commanders must be flexible and have their soldiers ready for class NLT 30 days prior to class start date.

b. If unit leaders have soldiers who are qualified but not notified to attend BNCOC/ANCOC, **contact the DPTM Schools NCO for assistance, not their respective Branch Assignment Manager.** DPTM will coordinate with the respective BNCOC/ANCOC course manager for attendance. Response is normally received from the branch managers within 72 hours. This will ensure soldiers get confirmation and orders for BNCOC/ANCOC in a timely manner. Soldiers notified by their Branch NCOES Manager on BNCOC/ANCOC attendance will contact DPTM with the information for verification and orders issue, if applicable.

c. Allow no soldier to attend any BNCOC/ANCOC without going through DPTM first. It is DPTM's responsibility to notify, confirm, cancel, and initiate orders for all soldiers going to BNCOC/ANCOC. (Exception: The soldier's unit administrative section will initiate attachment orders for soldiers assigned to Fort Sill and attending BNCOC/ANCOC at the Fort Sill NCO Academy, and process them through the AG Division immediately following unit's approval of class attendance.)

(ATZR-TT)

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